

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday, May 5, 2020

The meeting was called to order by Vice - Chairperson Fordham at 7:00 p.m. in via conference call due to the CORNA-19 pandemic.

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Koehler, Bobholz, Kierzek, Petty, Skare
Absent: None
Staff: Patrick Cannon

III. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

IV. Approval of Agenda

A motion was made to approve the agenda as presented.

Bobholz (1); Skare (2)
Aye: All via voice vote
Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for March 3, 2020 and March 30, 2020

Petty (1); Koehler (2)
Aye: All via voice vote
Nay: None

VI. Announcement of Public Events

No events were noted

VII. Public Comment

None

VIII. Receipt of Financial Statements and Approval of Vouchers

- a. April 1, 2020 to April 20, 2020 Vouchers
- b. Financial Statements - March, 2020
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from April 1, 2020 to April 30, 2020 as presented.

Petty (1); Koehler (2)
Aye: All via voice vote
Nay: None

IX. Executive Report

The report was included in the packet.

X. Committee Reports

A. BEDC

Did not meet

B. Executive Committee

Met earlier this evening to discuss:

- Authorizing the Executive Director to sign and execute all Department of Housing and Urban Development, Wisconsin Housing and Economic Development documents and Community Development Authority contracts
- Adoption of HUD forms
 - HUD50077-CR Civil Rights Certification
 - HUD 50077-SL Consistency with Consolidation Plans or State Consolidation Plans
 - HUD 50071 Influence of Federal Transactions
 - HUD SF-LLL Disclosure of Lobbying Activities

C. Finance

Met previously to discuss:

- 2019 Budget Amendments for CDA Accounts.
- Writing off delinquent debts owed to the CDA.

D. Loan Review Committee

Did not meet this month

XI. Old Business

1. Update on CDA Projects

i. Web Site

No action has been taken.

2. Pet Policy updates

No action has been taken.

XII. New Business

1. Consideration and discussion of authorizing the Executive Director to sign and execute all Department of Housing and Urban Development, Wisconsin Housing and Economic Development documents and Community Development Authority contracts.

It was noted that the Executive Committee met earlier in the evening to discuss the matter. The Executive Committee felt that making this authorization would help to expedite filing of documents to these agencies.

The Committee recommended that this be authorized only until December 31, 2020.

Motion:

To authorize the Executive Director to sign and execute all Department of Housing and Urban Development, Wisconsin Housing and Economic Development documents and Community Development Authority contracts, until December 31, 2020.

Wastlund (1); No second required
Aye: All via voice vote
Nay: None

- 2. Consideration and discussion of adoption of the following HUD forms :**
- HUD 50077-CR Civil Rights Certification
 - HUD 50077-SL Consistency with Consolidation Plans or State Consolidation Plans
 - HUD 50071 Influence of Federal Transactions
 - HUD SF-LLL Disclosure of Lobbying Activities

The Executive Committee noted that these forms are required as per HUD. Staff has completed them and requested authorization to sign and submit the forms.

After careful review of the Executive Committee recommendation, the Board moved to authorize the signing and submission of these forms.

Motion:

To Authorize the Executive Director to sign and submit the following forms:

- HUD 50077-CR Civil Rights Certification
- HUD 50077-SL Consistency with Consolidation Plans or State Consolidation Plans
- HUD 50071 Influence of Federal Transactions
- HUD SF-LLL Disclosure of Lobbying Activities)

Fordham (1); No second required
Aye: All via voice vote
Nay: None

3. Consideration and discussion of 2019 Budget Amendments for CDA accounts

The Finance Committee met previously to discuss the year-end budget amendments. These amendments did not increase the total budget but rather adjusted the budget to meet or exceed the actual expenditures. The Committee reviewed the proposed amendments and recommended that the Board authorize the amendments.

Motion:

To authorize the 2019 budget amendments as presented.

Koehler (1); No second required
Aye: All via voice vote
Nay: None

4. Consideration and discussion of writing off delinquent debts owed to the CDA

Staff noted that the under the current HUD scoring process, the CDA is penalized for not actively writing off long standing delinquent debts.

The Finance Committee previously discussed these debts and felt that based upon their age and that most are no longer tenants, they debts should be written off. The write off does not however, prevent the CDA to continue actions to collect these debts.

After careful review, the Board moved to accept the recommendation of the Finance Committee and to write of the long-standing delinquent debts.

Motion:

To authorize staff to write off the outstanding long term debts. It was noted that staff had updated the prior report and that some debts are still actively making payments. These debts would not be written off.

Wastlund (1); No second required

Aye: All via voice vote

Nay: None

XIII. Board Member Comments

The Board would like to know how the Zoom Meetings software platform operates.
The Board would like an update on the Pet Policy.

XIV. Public Comment

None

XV. Adjournment

Motion:

To adjourn the meeting at 7:47 pm

Petty (1); Bobholz (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder